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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number ²⁸ ~~27~~, Week of 2 - 8 July 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 2 July there were people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 2 July. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the test administered to the entrance-on-duty employees for the week of 2 July were as follows:

| | Tested | Qualified | |
|-------------|----------------------|----------------------|------|
| Shorthand | <input type="text"/> | <input type="text"/> | 25X1 |
| Typewriting | <input type="text"/> | <input type="text"/> | |

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 8 July were as follows:

| | Tested | Qualified | |
|-------------|----------------------|----------------------|------|
| Shorthand | <input type="text"/> | <input type="text"/> | 25X1 |
| Typewriting | <input type="text"/> | <input type="text"/> | |

5. Clerical Induction Training Load. The statistics quoted in paragraph 1 concerning the number of trainees in Clerical Induction Training are not truly indicative of the training load being handled by the CIT staff at this time. Because of the repeated failures of trainees to meet Agency standards in shorthand (80 wpm with 5 or fewer errors) and typewriting (a net of 40 wpm), it is necessary to continue to train incoming typists and stenographers in shorthand and/or typewriting. Many of the typewriting and shorthand scores of incoming trainees are very low. The typing results show many net scores below 20 wpm.; most of the shorthand transcripts are incomplete.

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During the period covered by this report, it was necessary to schedule 6 typewriting classes, 3 shorthand classes, and 2 filing classes. Staff limitations, plus trainee numbers, necessitated the cancelling of 2 classes each in Grammar and Punctuation and Capitalization, and 4 classes in Geography. This means that the actual time trainees can spend in training is limited to the time Clerical Training can offer classes in the skill subjects of shorthand and typewriting, plus the subject of filing. It is regretted that the additional course offerings cannot be given.

6. Clerical Orientation Public Address System. The Audio Aids Section of OTR installed a temporary public address system in the Clerical Orientation room (501) at 1016 Sixteenth Street this week pending the purchase of this type equipment. Lecturing in this large, noisy room in which the acoustics are normally very bad is much easier with the microphone. We are able to hold the attention of the training group with much less strain on the part of the instructors. The personnel from the Audio Aids Section also arranged a two-speaker amplifying set-up for the movie projector which should improve the reception a great deal.



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